Council of Chief Academic Officers
Meeting Summary

August 21, 2012
10:00 – 2:00 p.m.
Bachman 113

Present: Richard Fulton (WinCC), Russell Uyeno (HonCC), Charles Sasaki (KapCC), James Dire (KauCC), Michael Pecsok (LeeCC), Joni Onishi (HawCC), David Grooms (Maui College), Reed Dasenbrock (UHM), Farrah Marie Gomes (UHH), Jacquelyn Kilpatrick (UHWO), Suzette Robinson (UHCC), Linda Johnsrud (UH System), Joanne Itano (UH System)

Guests: Krystyna Aune (UHM), Susan Nishida (UH System), Charles Kinoshita (UHM), Robert Vleymbroman (UHM), John Mayer (UHM), Maria Gallo (UHM), Joanne Taira (UH System), Denise Cohen (Maui College), Rosie Vierra (Maui College)

Hawai‘i Graduation Initiative – Summit II

Joanne Taira provided an overview of the HGI Summit II scheduled on Oct. 11-12, 2012. Campuses are requested to submit names of team members by August 30, 2012 and complete the self assessment. There will be a pre conference call with each campus, the facilitator and a system representative.

Aligning our Efforts

Linda provided an overview of this summit and the important role higher education plays in the common core state standards and the Smarter Balanced assessment. CAOs are requested to invite others on the campus who will benefit from attending. This is scheduled Friday, Sept. 21, 2012 at Ala Moana Hotel. Hawai‘i P20 will support travel for up to 6 participants from each neighbor island campus. Karen Lee will be contacting CAOs with details. The role of teacher preparation programs was also discussed. Suzette provided the link to the common core state standards http://wetserver.net/hcpsv3_staging/cc/cc-la-standards.jsp and suggested that campuses review the exit standards and how remedial/developmental and college level English and math align with exit standards at different grade levels. It appears that UH’s entry expectations are somewhat aligned with CCSS exit standards and there is wide variation with the math alignment.

KauCC – ATP for AS in Business

The proposed degree is a workforce degree to prepare students for business related jobs in Kaua‘i. It also has a role to prepare students to transfer to four year institutions. It is suggested that articulation with all four year UH institutions be explored in the development of the AS degree. There is a plan to also offer the degree via distance methods.

CCAO endorsed the proposal.

There is a trend among the CCs to change AAS to AS degrees. This mainly involves requiring 100 level math and English courses within the degree. If the AAS degree is an established degree, and the changes to the degree are minor, then it is suggested that the campus bypass the ATP process, prepare
a program proposal requesting approval of the new degree as an established program and provide rationale for the action in the proposal.

**UHM BS in Plant and Environmental Biotechnology (PEB) Provisional to Established**

Charles Kinoshita provided an overview of this proposal. It is a STEM degree with strong research experience with balanced representation of male/female students. Suggestions for strengthening the proposal: specifically state the connections with the biotech CC programs, consider alternatives to NREM 220/310 which are not offered on the CCs but are required in the first two years of the proposed curriculum; remove the male/female column in list of graduates and report percent of male/females in body of proposal; explore ways that ASNS graduates can be prepared for this program as transfers at the junior level; provide data on student learning in proposal, may consider replacing E Café results as these results seem to be an instructor evaluation and not an assessment of student learning, attach the program review and have a response to why the proposal is delayed in requesting established status.

The following courses are not listed in UHM transfer database. The CAOs are requested to request articulation (course equivalency and diversification designation as appropriate) by sending memo, course syllabus to Ron Cambra at UHM.

- CHEM 161/L and 162/L offered by UHWO and HawCC
- CHEM 272/L from HonCC
- BIOL 171/L and 172/L at HawCC and UHWO

CCAO endorsed this proposal. To BOR for September 2012 meeting.

**UHM BA in Philippine Language and Literature**

Robert Vley-Broman provided a context for the importance of this program to UH, the state, the nation and globally and described how well respected the faculty are. It is the only BA degree offered by a US IHE in this area. UHM’s Filipino population is below the state population and the fastest growing ethnic minority in the state. There are limited career opportunities for Filipino linguists; however, the use of language skills for success in other fields should be highlighted. The value of a sense of belonging, similar to the efforts with Native Hawaiians, may also be highlighted. Suggestions to strengthen the proposal included: remove student names from appendix; add the program review in the appendix; add Ns to Tables 1-4; update info on the ACTFL OPI test and results as appropriate; make clear distinctions between majors and students served who enroll in language courses; add data for average class size (p. 10); delete Appendix J and add to proposal that faculty CVs are available upon request; and add comparable cost SSH to cost template and supporting narrative.

ILO 101/102, FIL 101/102 are offered at UHMC and not yet articulated into UHM’s transfer database. Maui will request articulation.

CCAO endorsed the proposal. To BOR for September 2012 meeting.
Kaʻieʻie MOA

Reed and Tom Apple spoke at KapCC convocation on the revised Kaʻieʻie MOA (see attached). Major changes include eliminating the dual enrollment option with UHM for UHM for first-time freshmen accepted to KapCC until they meet the UHM transfer criteria, allowing International students to participate and eliminating the option to join the program and transfer in the same semester. KapCC has funded a transcript evaluator who is located at the UHM campus. UHM will fund an advisor who will start at KapCC in Sept. 2012. Reed and Mona Lee are tasked with expanding the agreement to other CCs. Other ideas under discussion are reviewing the data on student success and the number of credits transferred; auto notifying KapCC students about applying to Kaʻieʻie when eligible (24 credits, 2.0 GPA); add to common app a question on do you plan to transfer.

UHMC AS in Dental Hygiene Provisional to Established

David Groom, Denise Cohen and Rosie Vierra provided on overview of the programs. Suggestions to strengthen the proposal include: provide more background introduction including how this program has reduced oral disparities on Maui, strong community support in people and financial resources, 9 out of 10 completed the first cohort, all passed and are gainfully employed; review appendixes and move some information into body and delete; and expand proposal sections and reduce appendices. Joanne will follow up with more specific feedback with Rosie.

CCAO endorsed proposal pending revisions and review by Joanne. To BOR at November 2012 meeting on Maui.

CC Overlay Project

Suzette demonstrated the results of the top 19 degrees to which CC students transfer to at UHM. Because UHM has a proposed four year schedule, the first two years were reviewed to determine if required courses were offered at each CC. Of the 130+ bachelor degrees, about 95 were identified to include 300 level courses in the first two years and/or 100/200 level courses in years three or four. The CC system will continue to “overlay” the other 100+ degrees and identify interventions based on the analysis.

Common Course Numbering

The nonsubstantive list of differences has been updated. Ten changes have been completed. The CAOs are requested to continue their efforts on their campuses to make these changes. The substantive list will be updated as the database from which the list was developed is a few years old.

Ongoing issues include the need of a “fast track” curricular process for these changes, a means to prevent new “disarticulations” and a process to work on substantive differences.
Course Evaluation System

The CAOs reaffirmed the need for a new course evaluation system for use in contract renewal, tenure and promotion and for five year review. Important considerations include having the results reported to the faculty’s supervisor and available to ASUH and GSO and consist of several standard questions so the ability to compare results is possible. It will be a system built with different assumptions than the current eCAFE system. Susan Nishida will lead the project. Krystyna Aune and Jim Dire volunteered to be part of an advisory group.

UCA Representatives

Joni Onishi and Jacquelyn Kilpatrick volunteered.

Accounting 201/202 Meeting

The meeting is scheduled on September 14, 2012. No representative from HonCC and LeeCC identified. Syllabi submitted by WinCC and KapCC so far. Please submit syllabi or course outlines to Susan (susansyn@hawaii.edu) as soon as possible.

PLA update

Suzette reported that the steering committee met (9 campuses) and drafted policies and procedures. In the pilot, four students started the process; two completed earning 12 or 15 credits respectively.

Next Meeting

September 18, 2012 (note: this is a Tuesday)

Agenda: Workload of 11 month faculty